



**DEPARTMENT OF THE TREASURY  
FINANCIAL MANAGEMENT SERVICE  
HYATTSVILLE, MD 20782**

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Memorandum For All IAAs with Audit Responsibility

From: Michael Norman  
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Subject: Procedures for Quarterly Access Audit

One of your important responsibilities as an IPAC Agency Administrator (IAA) is to make sure that only authorized users are accessing the system. This memorandum describes the process you are to use in conducting the quarterly access audits for your organization. The purpose of this audit is to validate and correct access and authority for all users. Either the IAA or the Alternate must perform this function for each organization.

At the end of each quarter, you are to review the profiles of each user that has access to the organization (ALC or Payroll Office) for which you are responsible. The IPAC Agency Administrator Enrollment User Manual can assist you in performing the functions required for these audits. If you have not already done so, you may obtain a copy of the manual at <http://www.fms.treas.gov/goals/ipac/iaamannual/index.html>.

An outline of the Audit process follows:

- Select "IPAC Access Report" from the Reports menu.
- Select "All" to obtain a list of users and their associated roles for each ALC for which you are responsible.
- Review the report.
- Make any necessary changes to the user's ID using the "Maintain User Roles" or "Edit User Status" functions.
- Select "Record Audit Date" from the Enrollment Main Menu and record the date of your audit for each organization for which you are responsible.

Audits are to be performed quarterly, no later than ten workdays after each of the following dates:

March 31

June 30

September 30

December 31.

If you have any questions regarding the audit procedures, please contact the GOALS Customer Support Staff on (202) 874-8270.